

Date

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CIA-RDP89G00643R000100010017-7

APR 11 1987

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. CEA/RMS

JP

2. CEA/SS

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3. EXA/DDA 7D18 HAS

APR 1987

4. Allen

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5.

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FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

50519

FPMR (41 CFR) 101-11.206

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20 April 1987

MEMORANDUM FOR: [ ] EXA/DDA  
THRU: [ ] CEA/SS  
FROM: [ ] CEA/PLNS  
SUBJECT: Thoughts on Reducing Bureaucracy  
REF: DDA 87-0700, 1 April 1987

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We circulated Mr. Donnelly's memorandum (reference) and asked all East Asia Division employees for their ideas on reducing bureaucracy. Following are some of their comments and suggestions.

1. Many expressed concern with the length of time it takes to procure new equipment. For instance, the Division began the process in October 1986 of procuring new computer and word processing equipment for one of our branches. Only last week, more than five months later, did the order reach the vendor. To alleviate some of the delays and possibly some of the expenses involved in ordering WANG equipment, [ ], one of our Logistics officers, suggested that, like the WANG maintenance contract, an overall Agency contract be written and specific orders placed under it. This would require that OIT consolidate information on annual requirements for WANG equipment and come up with a minimum and maximum quantity for the contract. This information should be available from previously submitted budget requests. With some coordination between OIT, the Comptroller, and Procurement Division a contract could be written to fairly specific parameters which, probably, would result in significant savings as the consolidated WANG maintenance contract did.

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2. Another suggestion concerned "gifts". Currently stations submit a monthly report concerning gifts received by station personnel. We suggest that this reporting requirement be abolished. In its stead require all employees to sign a statement that they have read and understood the regulations concerning gifts. All gifts would be reported to an employee's immediate supervisor and handled on a "local" level. The question of "unreported gifts" would then become part of the re-polygraph process.

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3. It was also suggested that the procedure for the admittance of visitors to the Headquarter's compound be streamlined. Currently one must route or hand-carry a form to the first floor Security office. A simple phone call on the secure phone would be more efficient, particularly since the form does not require a signature and therefore carries no more authority than a phone call.

4. The TDY check-out procedure could also be more flexible. Currently, Central Processing will not issue airline tickets and provide advance funds until all appropriate blocks on the check-out card are initialed. All too often this results in the TDY'er spending his last day(s) trying to acquire signatures of people who frequently are not in their office and occasionally not even in Headquarters. In such cases, branch chiefs should be authorized to waive those check out requirements considered non-essential to the TDY in question. It, of course, would be the branch chief's personal responsibility. An example of the current inflexibility is the absolute requirement that a TDY'er has attended the "Audio Awareness" briefing, held only on Friday mornings. Recently one officer had to travel 150 miles and miss a day of his assigned duties just to fulfill this requirement. The officer in question has been engaged in CI work for over three years and is well aware of the audio threat.

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